SEASS

SOUTHEASTERN AREA SPECIAL SCHOOL

MINUTES
Joint Operating Committee Meeting
Tuesday, November 11, 2025
at Mon Valley School – Media Center

1. Call to order

The meeting was called to order by President Giglione at 7:27pm at Mon Valley School.

1.1. Roll Call

Brentwood	Mr. David Schaap - ABSENT
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mrs. Lauren DiBeneditto Huey
South Park	Mr. Wayne Perry
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mr. Mark Donahoe
Baldwin-Whitehall	Mr. Pete Giglione

The President declared a quorum.

Others Present:

	Steel Center Staff:
Jocelyn Kramer, Weiss Burkardt Kramer	Scott Kane, Assistant Director/Principal
Dr. Richard Dowell, Mon Valley School Principal	Kaitlyn Youngstead, Assistant Principal
David Matzie, Facilities Manager, Sp. Ed. AIU3	Patrice Allison, Assistant Business Manager
Burt Comensky, Duquesne City School District	Chris Hamilton, Business Manager
Dr. Robert Scherrer, AIU Executive Director	Tom Bernick, Supervisor of Building & Grounds
Dr. James Palmiero, AIU Asst. Dir. of Sp. Ed.	Tricia Cousino, Board Secretary
Joe Shaulis, AIU Legal Counsel	Jay Cherep, Technology Specialist

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on November 10, 2025. The meeting is open to the public to attend in-person.

3. President Remarks

An executive session was held prior to tonight's meeting for purposes of discussing legal matters.

4. Minutes

4.1. A motion was made by Mr. Perry, seconded by Mrs. Harris, and carried by an aye vote to approve the minutes from October 7, 2025.

5. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mr. Perry carried by a roll call vote of 9-0 to approve Finance items 5.1 to 5.2.2 as presented.

5.1. Treasurer's Report ending September 30, 2025

5.2. Bills to be Approved

5.2.1 SEASS Administrative Fund Check Register – Payments October 2025

5.2.2 SEASS Administrative Fund Checks to Approve – Future Payments

6. Principal's Report

Dr. Dowell shared that Mon Valley's enrollment is strong and the vocational program continues to grow.

7. Facilities ACTION ITEMS – NONE

Mr. Matzie provided an update on the BAS system upgrade and plumbing issues that require immediate attention.

8. Allegheny Intermediate Unit Report

Dr. Scherrer spoke of the lease extension and the AIU's continuing exploration of offsetting costs of renovating and/or purchasing the building. He reaffirmed their commitment to the SEASS jointure and looking at long term needs of the facility.

9. Superintendent of Record Report – NONE

10. Solicitor's Report – NONE

11. Information Items – NONE

12. Other Business – Joint Operating Committee Business Action Item

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto, carried by a roll call vote of 9-0 to approve Business item 12.1 as presented.

12.1. Mon Valley Lease Extension

- Approved an additional extension of the lease with the Allegheny Intermediate Unit for Mon Valley School through July 31, 2026, at the temporary extension rental rate of $20,833 per month, effective November 5, 2025.

13. Visitor Comments

Mr. Perry thanked Mrs. Hoppe for her 4 years of service and appreciated the time and effort she gave in her role as a board member.

14. Adjournment

There being no further business, a motion was made by Mr. Perry, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 7:44pm.

NEXT MEETING: Tuesday, December 9, 2025 at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary